



**City of Flagstaff
Development Review Board
Concept Plan Review Application - Revised**

CPR

Note to applicants: DRB Concept Plan Review meetings are held every two weeks (see schedule). Applications are due by 11:00 am on the Wednesday 15 days prior to the meeting. You must provide a complete application form, along with the required number of plans and information as indicated on the checklist on the reverse side of this application. **Administrative fee is \$250. Incomplete submittals will not be scheduled.**

Site address:		Assessor's parcel number:		
Subdivision, tract, & lot number:		Zoning district:	Regional Plan category:	Flood zone:
Existing use:			Size of site (square feet or acres):	
Surrounding uses: (Res, Com, Ind)	North:	South:	East:	West:

Project name:		Proposed use:	
Is this a residential project? <div style="text-align: right; margin-right: 10px;">Yes No</div>	If yes, number of residential units:		Bedrooms per unit:
Is this a non-residential project? <div style="text-align: right; margin-right: 10px;">Yes No</div>	If yes, number of buildings:		Total building size (square feet):
Will the project be phased? <div style="text-align: right; margin-right: 10px;">Yes No</div>	If yes, number of phases:		Years to complete:

Property owner:	Phone:	Fax:
Address:	City, state & ZIP:	

Applicant:	Phone:	Fax:
Address:	City, state & ZIP:	

Project representative:	Phone:	Fax:
Address:	City, state & ZIP:	
Email address:	Cell phone:	

Date of meeting:	Time of meeting: <div style="text-align: center; margin-top: 5px;">11:00 am 1:15 pm 2:00 pm 3:00 pm</div>
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Applicant signature:	Date:
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Office Use Only				
Project number: <div style="text-align: center; margin-top: 5px;">DRB _____</div>		Cross reference: <div style="text-align: center; margin-top: 5px;">PCPR _____</div>		Date stamp received:
Staff assignments:	Plan:	Eng:	Fire:	

Revised: 12/19/05

Development Review Board Concept Plan Review Application Information/Checklist

Development Review Board

The City of Flagstaff's Development Review Board (DRB) consists of City staff representing the Project Review and Project Management Sections (Planning & Zoning/ Building & Safety), Private Development Engineering, Fire Dept, Public Works, and Utilities Department. The DRB reviews development proposals to ensure that all applicable City code requirements are met.

Concept Plan Review

DRB Concept Plan Review is a preliminary review process that is intended to assist the applicant in understanding applicable City code requirements before formal development plans are prepared and submitted for Site Plan Review. Prior to a scheduled Concept Plan Review meeting, DRB members will review the concept plans submitted with the application. During the meeting, DRB members will advise the applicant of the requirements, including applicable Design Review guidelines, which must be addressed prior to making an application for DRB Site Plan Review. The Planning staff will provide information to the applicant on existing conditions adjacent to the development proposal. No formal action is taken at a DRB Concept Plan Review meeting.

Schedule

DRB Concept Plan Review meetings are held on the second and fourth Thursday of every month. Complete applications must be submitted by 11:00 am on the Wednesday 15 days prior to the meeting. At the time an application is submitted, the applicant will be asked to select a meeting date and one of four regular time slots (11:00 am, 1:15 pm, 2:00 pm, or 3:00 pm). Meeting times are assigned on a first-come, first-serve basis. Applicants should report to the Community Development Counter prior to the assigned meeting time.

Applicability

DRB Concept Plan Review is **mandatory** when Design Review guidelines are applicable, and strongly encouraged in all other cases. When required, DRB Concept Plan Review takes place prior to submitting for DRB Site Plan Review, for all site plans, subdivisions, conditional use permits, rezonings, and annexations. Please refer to Sections 10-10-004-0003(B) and 10-16-002-0001(B) of the Land Development Code (LDC) for further information on applicability.

Submission Requirements

All applications for DRB Concept Plan Review must be accompanied by:

- ☐ Nine (9) copies of complete concept plan drawings
- ☐ One (1) copy of a preliminary resource protection plan (when applicable) – Project Case Manager gets this copy

All plans submitted with the application must be folded to approximately 8.5 by 11 inches in size for filing and routing.

Concept Plan

The concept plan does not have to be prepared by a professional architect or engineer, however, it must be drawn to a regular engineering scale (i.e. 1 inch = 10 feet, 1 inch = 20 feet, 1 inch = 30 feet, etc.) and plotted on a sheet no larger than 24 by 36 inches in size. The concept **plan must include the following basic information** about the proposed development.

- ☐ Parcel boundaries and dimensions (existing and proposed)
- ☐ Contour lines at two-foot intervals (existing)
- ☐ Building footprints (existing and proposed)
- ☐ Dedicated rights-of-way and street names (existing and proposed)

- ☐ Pedestrian facilities/sidewalks (existing and proposed) Points of access and driveways (existing and proposed)
- ☐ Parking lots/layout (existing and proposed); ADA parking
- ☐ Utilities (water and sewer) (existing and proposed)
- ☐ Drainage systems on the site (existing and proposed)
- ☐ Open space or parks (existing and proposed)

In addition, the information listed below must also appear on the site plan:

- ☐ Development name
- ☐ Site address
- ☐ Parcel number
- ☐ Scale
- ☐ North arrow
- ☐ Site acreage
- ☐ Building square footage (non-residential projects)
- ☐ Number of dwellings (residential projects)

Preliminary Resource Protection Plan

A preliminary resource protection plan, when required, shows the general location of natural resources on the site before and after the proposed development (refer to Section 10-01-004-0001(C) of the LDC for applicability). Its intent is to identify and locate resources so they can be taken into account during site planning. For the purposes of the preliminary resource protection plan, forest resources can be estimated from aerial photography of the site, and slope resources can be estimated from City aerial topography. Resources that must be estimated are listed below:

- ☐ Forest canopy
- ☐ Slopes of more than 17 percent
- ☐ Floodplain

Other Supporting Information

In some cases, it may be helpful to submit a brief narrative describing or providing additional details regarding the proposed project. The more information DRB staff has in advance of the meeting, the better able they are to provide comments and answer questions about the project.

Applications will not be accepted or scheduled until all of the submission requirements have been met.

For Further Information

For further information regarding the application and submission requirements, please contact:

Development Services
City of Flagstaff
211 West Aspen Avenue
Flagstaff, Arizona 86001

928-779-7631, extension 7243 or 7216
928-779-7693 fax

Ask the CD Counter Staff for memo on Administrative fees charged for Concept Plan/Site Plan/Plat and other reviews.